

# RISK ASSESSMENTS FOR DIFFERENT WATER-BASED ACTIVITIES ORGANISED BY THE WEY KAYAK CLUB.

## Revision history

Author/Revision	Version	Checked	Approved
Peter Fennemore	5/5/2002 (A)		
Peter Fennemore	26/4/2004 (B)	David Kitching	Jim Rossiter
David Howie	16/1/2010 (C)	David Kitching	Jim Rossiter
David Howie	7/5/2010 (D)	David Kitching	Jim Rossiter
Michael Childerstone	8 April 2016	Michael Luck	Dave Kitching
David Martyn	January 2019	Peter Gorman	Dave Kitching

## Introduction

The water used for club-based activities (that is the River Wey Navigations) is in general a placid water environment. The river and/or canal is relatively narrow, the sides are mostly shallow and access to the banks is in most places easy. A tow path is present along almost the entire length of the Navigations.

The craft used at the Wey Kayak Club are either open cockpit kayaks or open canoes designed for efficient paddling on flat water. In the event of capsizing, there is no risk of entrapment. This type of craft should not be confused with the closed-cockpit kayak or canoe designed for white water and in which the legs are held under the deck to allow the paddler to roll (“eskimo” roll). A better parallel with open cockpit canoes and kayaks is the rowing skull.

## Key to the following tables

The TOTAL SCORE is a multiple of:

LIKELIHOOD - SCORE 1–3 – the more likely it is that the hazard occurs the higher the score

SEVERITY – SCORE 1–3 – the level of harm that will arise – the more harm the greater the score

TOTAL SCORE: 1 (Trivial); 2 (Tolerable); 3 (Moderate); 6 (Substantial); 9 (Intolerable).

## Contents

Revision history .....	1
Introduction.....	1
Key to the following tables.....	1
Contents .....	1
Risk Assessment for the Beginners and Schools Courses .....	2
Risk Assessment for the “Improvers” Sessions.....	5
Risk Assessment for the Coached Training Sessions.....	8
Wey Organised Competitive Events .....	11

## Risk Assessment for the Beginners and Schools Courses

What are the hazards?	Who might be harmed?	Likelihood	Severity	Score	Is the risk adequately controlled and how?	What further action is necessary to control the risk?	Review comments / Review date
Drowning	Participants	1	3	3	Parental or self-declaration of the ability to swim 25m in light clothing is a prerequisite.	Observe participants when capsizes occurs and inform all coaches and participants of the incident to assist as necessary.	Jan 2019
					Courses designed and run under the instruction of BC qualified coaches staffed with a high Coach + Instructor to participant ratio (minimum of 1 to 8)	none	Jan 2019
					Pre-existing medical conditions or disabilities are declared on the application form.	The lead coach should be aware these and if there is any doubt to ask the participants	
					Boats are fitted with buoyancy to support the paddler. Buoyancy aids are worn by all participants. These are regularly checked.	Instruction to be given on correct checking of size and fitting. Visually check buoyancy is fitted to all of boats used.	
					The course is to be run on the Wey. Dynamic risk assessment, to be done by lead coach.	In case of more challenging water conditions consider: 1. increasing coaching support; 2. walking boats around to the lock cut; 3. running session indoors with exercises, paddling machines etc.	

What are the hazards?	Who might be harmed?	Likelihood	Severity	Score	Is the risk adequately controlled and how?	What further action is necessary to control the risk?	Review comments / Review date
Slips and trips	Participants	1	1	1	Site (club and banks within close proximity) is well established and generally not prone to this hazard	Observe as necessary and caution as required to move slowly and look out for possible trip hazards. Eg Boats, paddles, other participants Brief everybody about getting out over the wooden boarded banks.	Jan 2019
Strain injury through lifting heavy objects (boats)	Participants and parents	1	2	2	Instruction given and generally many opportunities to put into practise boat-emptying and safe lifting techniques.	Coaching points	
Minors cuts, grazes & bruises	Participants	1	1	1	Shoes to be worn to protect feet in case of capsize.	Lead coach to advice that these are a normal part of outdoor activities. Recommend suitable canoeing shoes before courses begin.	Jan 2019
Infection e.g. leptospirosis (Weils) E.coli -	Participants	1	2	2	The River Wey is a well-maintained river so risk is considered very low	Participants to be briefed on importance of washing hands and showering.	
Injury through collision with other river users	Participants	1	1	1	Participants are kept within a clearly defined perimeter until they are able to control their craft (and thereby avoid colliding with other river users)	Coaches and Instructors to brief participants on individual and responsibilities i.e. navigation to right and/or keeping to banks, hollering "BARGE !!"	Jan 2019
Sunburn	Participants	1	1	1	Letter of introduction gives advice on use of suitable clothing, incl. hats, sunblock. During course	Participants to be warned about suitable clothing to wear.	Jan 2019

What are the hazards?	Who might be harmed?	Likelihood	Severity	Score	Is the risk adequately controlled and how?	What further action is necessary to control the risk?	Review comments / Review date
					arrange activity to be never far from shade		
Hypothermia & Immersion Hypothermia	Participants	1	2	2	Letter of introduction gives advice on use of suitable clothing. During course never far from shelter. Thermal blanket in coaches' first-aid kits.  If paddlers are cold they should be encouraged to warm up through activity, if they are hyperventilating or showing signs of cold shock they should be moved to shelter and warmed slowly.	See above. In case of deteriorating weather consider continuing indoors with exercises, e.g. paddling machines.	Jan 2019
Landing on submerged objects	Participants	1	3	3	Divers routinely clear the area by the jetty of debris.  No jumping into the river from the bank.		Jan 2019

## Risk Assessment for the “Improvers” Sessions

The group is typically those aiming for their first competition, novices (division 9), and may include others who do not yet have an ambition to race. Sessions are typically run between Broad Oak Bridge downstream and St Catherine’s Lock upstream and occasionally further. All members in the group will have been through an Introductory (Beginners) Course or else will have been assessed by a qualified member of the Wey Kayak Club Coaching Team.

What are the hazards?	Who might be harmed?	Likelihood	Severity	Score	Is the risk adequately controlled and how?	What further action is necessary to control the risk?	Review comments / Review date
Drowning	Participants	1	3	3	Parental or self-declaration of the ability to swim 25m in light clothing is a prerequisite of club membership	Advise all participants to be observant of other paddlers and be prepared to assist in the event of a capsize	Jan 2019
					Sessions are run under the direction of BC qualified coaches. A coach will in close contact with the back of the group.  Minimum coaching ratios in K1 1:8, in crew boats 1:12 for experienced coaches in good conditions, reduce ratio appropriately for conditions or experience.	Lead coach to make clear to members who is taking care at the front and back of the group and where the stopping points will be.	Jan 2019
					Pre-existing medical conditions or disabilities are declared on the application form, which is kept up-to-date and made available to coaches.	The lead coach should be aware of any relevant medical conditions and if there is any doubt to ask the paddler	

What are the hazards?	Who might be harmed?	Likelihood	Severity	Score	Is the risk adequately controlled and how?	What further action is necessary to control the risk?	Review comments / Review date
					Buoyancy aids are worn by all participants unless they have demonstrated to the lead coach an adequate level of boat skill & ability to self-rescue. The lead coach's decision on this is final. Buoyancy aids are regularly checked.	Coach to take into consideration the weather and river conditions and the aim of the session. Paddlers in marathon division 7 and slower are required to race wearing a buoyancy aid and so this should be an integral part of a normal training session.	Jan 2019
Specifically in high water (and "flood" conditions. when NT red boards are deployed)					Buoyancy aids will be worn. Dynamic risk assessment:	in case of more challenging water conditions consider: 1. increasing coaching support; 2. walking boats around to the Stoke Lock cut; 3. running the session indoors with exercises, paddling machines etc.	
Specifically piled bank alongside Debenhams					Instruction given to paddlers where the safest places to egress are	Coaching point	Jan 2019
Specifically weirs at Millmead, Rowing Club					Training to steer away from identified hazards.	Advisable for a Coach or Instructor to be in close proximity when passing these hazards	
Specifically weir at Bowers Lock					Improvers Session run upstream in challenging conditions.		
Inappropriate river users in flood	Members of public (Untrained river users).				Yellow Wey Kayak Club boards to be deployed if session run when	Remember padlock code 1111	

What are the hazards?	Who might be harmed?	Likelihood	Severity	Score	Is the risk adequately controlled and how?	What further action is necessary to control the risk?	Review comments / Review date
conditions					NT Red Boards are displayed.		
Slips and trips	Participants	1	1	1	Club site well establish, generally not prone this hazard. Care taken at portages and if necessary help with carrying boats.	Remind participants of need for care on river banks, towpath and any other "out of water" situations. Footwear strongly advised for portages.	Jan 2019
Infection e.g. leptospirosis (Weils) E.coli -	Participants	1	2	2	The River Wey is a well-maintained river so risk is considered very low Paddlers understand the importance of washing hands and showering	.	
Hyperthermia, heat stroke, sunburn	Participants				In case of hot weather hydrate before going out. Carry water bottle. Wear appropriate clothing and sunblock.		

## Risk Assessment for the Coached Training Sessions

Sessions are typically run on placid water between Triggs Lock downstream and Unstead Lock upstream, and occasionally further.

Members in this group will have progressed through the club system to a training group that is appropriate for their level or at the very least will have been assessed by a qualified member of the Wey Kayak Club Coaching Team.

What are the hazards?	Who might be harmed?	Likelihood	Severity	Score	Is the risk adequately controlled and how?	What further action is necessary to control the risk?	Review comments / Review date
Drowning	Participants	1	3	3	Parental or self-declaration of the ability to swim 25m in light clothing is a prerequisite of club membership	Increased risk due to fatigue to be considered.	Jan 2019
					Sessions are run under the direction of BC qualified coaches. Minimum coaching ratios in K1 1:8, in crew boats 1:12 for experienced coaches in good conditions, reduce ratio appropriately for conditions or experience.		Jan 2019
					Buoyancy aids should be worn by all participants unless they have demonstrated to the lead coach an adequate level of boat skill & ability to self-rescue.	Paddlers in marathon division 7 and slower are required to race wearing a buoyancy aid and so this should be an integral part of a normal training session.	Jan 2019
					Pre-existing medical conditions or disabilities are declared on the application form, which is kept up-to-date and made available to	The lead coach should be aware of any relevant medical conditions these and if there is any doubt to ask the paddler	

What are the hazards?	Who might be harmed?	Likelihood	Severity	Score	Is the risk adequately controlled and how?	What further action is necessary to control the risk?	Review comments / Review date
					coaches.		
Specifically in high water (and "flood" conditions. when NT red boards are deployed)					Dynamic risk assessment by the lead coach.	in case of more challenging water conditions consider: 1. increasing coaching support; 2. modifying the session e.g. over a shorter stretch of water 3. training indoors	
Specifically piled bank alongside Debenhams					Instruction given to paddlers where the safest places to egress are	Coaching point	
Specifically weirs at Millmead, Rowing Club					Training to steer away from identified hazards.	If necessary, a Coach or Instructor to be in close proximity when passing these hazards.	Jan 2019
Specifically weirs before and at Bowers Lock					Extra care to be taken if turning close to boom on bend. Extra vigilance if attempting to portage when weir adjacent to lock is open	If necessary turn early and avoid approaching these hazards	
Specifically training after dark	Participants				Only training groups; only paddlers in divisions 1 to 5 standard; only between Stoke and St.Catherine's Locks	Wearing of light coloured or reflective clothing and subdued lights strongly advised.	Jan 2019
Specifically other river users	Members of public (Untrained river users).				Yellow Wey Kayak Club boards to be deployed if session run when	Remember combination code 1111	

What are the hazards?	Who might be harmed?	Likelihood	Severity	Score	Is the risk adequately controlled and how?	What further action is necessary to control the risk?	Review comments / Review date
					NT Red Boards are displayed		
Infection e.g. leptospirosis (Weils) E.coli -	Participants	1	2	2	The River Wey is a well-maintained river so risk is considered very low. Paddlers understand the importance of washing hands and showering	None	
Hypothermia & Immersion Hypothermia	Participants	1	2	2	Paddlers have been instructed on suitable clothing to wear or take (i.e. polypropylene/acrylic base layers, long pants, windproof, hat).  If paddlers are cold they should be encouraged to warm up through activity, if they are hyperventilating or showing signs of cold shock they should be moved to shelter and warmed slowly.	Paddlers should to be encouraged to take spare clothing (windproof, hat, poggies) if session is going far from base.  Consider truncating session if conditions deteriorate.  Ensure individuals are aware of risk, are prepared for the shock of cold water and are fully familiar with the results of a capsize and any necessary remedial actions.	Jan 2019
Hyerthermia, heat stroke, sunburn	Participants				In case of hot weather hydrate before going out. Carry water bottle. Wear appropriate clothing and sunblock.		

## Wey Organised Competitive Events

What are the hazards?	Who might be harmed?	Likelihood	Severity	Score	Is the risk adequately controlled and how?	What further action is necessary to control the risk?	Review comments / Review date
Drowning	Competitor	1	3	3	Safety in numbers Competition rules are to go in aid of any paddler in distress Marshalls at turn buoys and portages. Marshalls on the water for U12's (Lightning)race	Briefing notes	
					Rules demand that boat is able to support swimmer. Buoyancy aids are worn by all participants in divisions 7, 8, 9 and Under 12s.	Briefing notes	Jan 2019
					Pre-existing medical conditions or disabilities are declared on the application form	Briefing notes	
Specifically in "flood" conditions (i.e when NT red boards are deployed)					In the event of "NT flood conditions" the competition will be cancelled		
Specifically piled bank alongside Debenhams					Marshall at Millmead turn buoy in canoe or with throwline		

What are the hazards?	Who might be harmed?	Likelihood	Severity	Score	Is the risk adequately controlled and how?	What further action is necessary to control the risk?	Review comments / Review date
Specifically weir at Millmead					In normal water conditions pose a minimal hazard. Marshalls on tow path		
Collision at Portages, risk of injury or drowning	Members of public				Marshalls deployed	Marshalls include club coaches: bring first aid kit and throw line Information and warnings to be given at competitors briefing	Jan 2019
Collision on water	Competitors and other river users				Competitors take "racing line" i.e. close to banks on bends (i.e. away from other larger craft) or otherwise observing rule of navigation.	Briefing Notes NT to be notified and to agree to delay start of boat trips until after the event. Guildford Rowing Club and Sea Cadets advised of event.	Jan 2019
Infection e.g. leptospirosis (Weils) E.coli -	Competitors	1	2	2	The River Wey is a well-maintained river so risk is considered very low Paddlers understand the importance of washing hands and showering	Briefing notes	
Traffic injuries (Parking)	All				Water-front area is coned off Marshalls at roadside	Overflow parking arranged with Jarvis Centre	

What are the hazards?	Who might be harmed?	Likelihood	Severity	Score	Is the risk adequately controlled and how?	What further action is necessary to control the risk?	Review comments / Review date
Injury while unloading and loading boats	All	2	2	4	Marshalls to ensure parking allows adequate time and space for loading and unloading.	Brief Marshalls	Jan 2019
Electric shock	All				Any electrical leads deployed outdoors to be protected by ELCB		
Drowning	Spectators				Short water front, shallow to right and deeper to left. Site is very open and visible to all spectators and race officials	Rescue ring or throwline by bench seat	